

# Annual Report FY 2011/2012

## San Luis Obispo County Civil Service Commission



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*Prepared by the Human Resources Department*

### Authority and Purpose

The County Civil Service Commission shall prescribe, amend, repeal and enforce rules for the classified service, which shall have the force and effect of law, shall keep minutes of its proceedings and records of its examinations and shall, as a board or through a single Commissioner, make investigations concerning the enforcement and effect thereof and of the rules and efficiency of the service. It shall make an annual report to the Board of Supervisors.

Additionally, the Human Resources Director, under general supervision of the Commission, shall administer the civil service system pursuant to the rules adopted by the Commission, advise the Commission upon civil service matters.

### County Code, Title 2 Administration and Personnel Chapter 2.40 Civil Service System

**2.40.010 Adoption.** There is established in the County a civil service system to be governed by the provisions set forth in this chapter and in the County Civil Service enabling law.

### Human Resources Mission Statement

We attract, select, develop, and retain a talented and diverse workforce through strategic collaboration. We provide high quality and cost effective programs to cultivate a healthy, safe and productive work environment to maximize individual and organizational potential.

- **Robert Bergman, Commissioner, Supervisor Frank R. Mecham, District 1**
- **Arthur Chapman, Commissioner Supervisor Bruce S. Gibson, District 2**
- **Jeannie Nix, President, Supervisor Adam Hill, District 3**
- **William Tappan, Vice-President, Supervisor Paul Teixeira District 4**
- **Jay Salter, Commissioner, Supervisor James Patterson, District 5**



*The Civil Service Commission meets in Regular Session each month on the 4th Wednesday unless circumstances necessitate another date. Special meeting dates are reserved by the Commission primarily for hearings of appeals and/or grievances.*

## Highlights

- The Commission voted to approve the final amendments to the County's Civil Service Rules.
- The Commission held 9 regular and 18 special session meetings in FY 2011-12.
- The Commission presided over three disciplinary appeal hearings.

## Appeals and Grievances

Filed in 2011-2012	5
Resolved prior to Commission hearing (resolved, withdrawn or dismissed)	4
Hearings of the Commission (two hearings from FY 2010-2011)	3
Pending Appeals & Grievances	0
Resolved from previous FY 2010-2011	2

**Statistical Summary  
Grievances and Appeals  
Filed by Department**

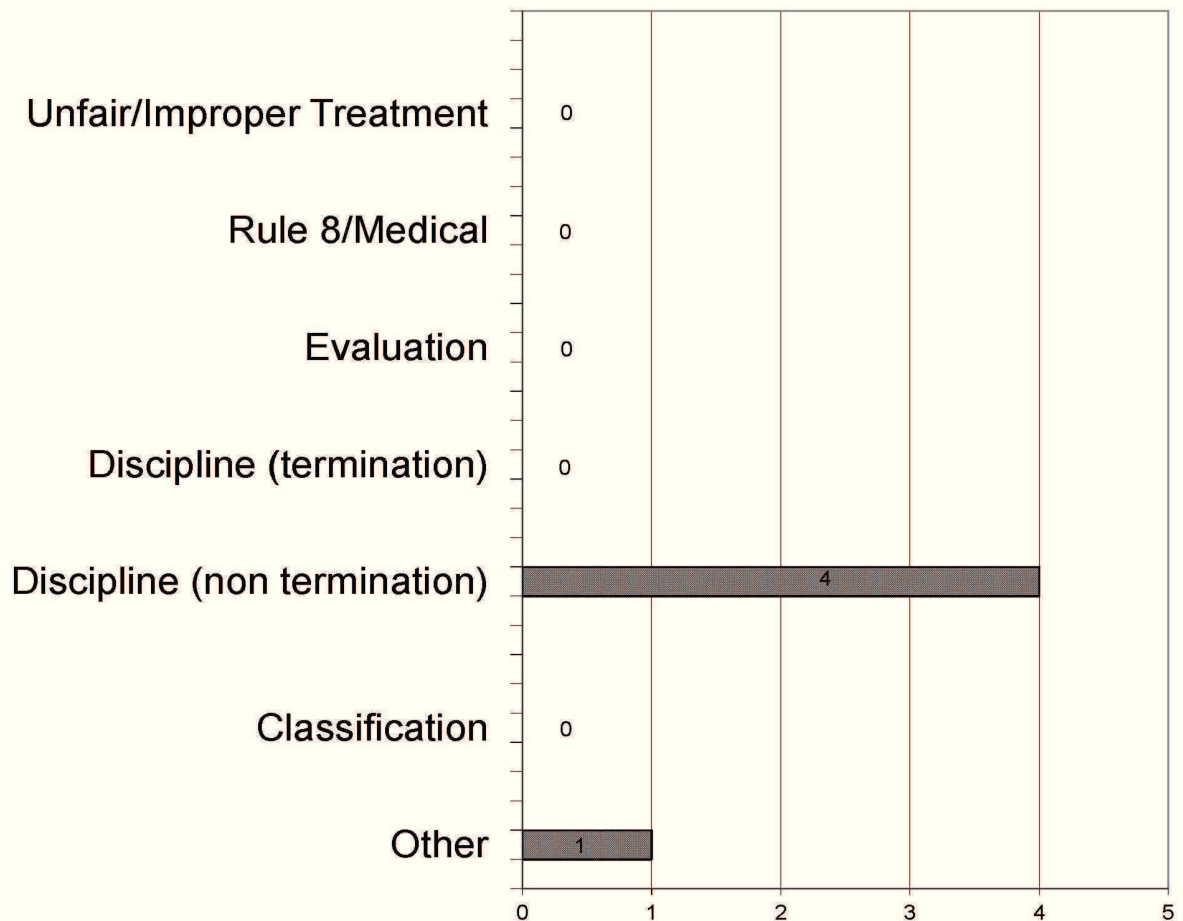
	Allocations	11/12	10/11	09/10	08/09	07/08
Administrative Office	11	0	0	7 <sup>1</sup>	0	0
Agricultural Commissioner	41	0	0	0	0	0
Animal Services	18.5	0	0	0	0	0
Assessor	84.5	1	0	1	1	1
Auditor-Controller	39.5	0	1	0	0	0
Board of Supervisors	12.5	0	0	0	0	0
Child Support Services	39.75	0	0	0	0	0
Clerk-Recorder	22.5	0	0	0	0	0
County Counsel	21.25	0	0	0	0	0
District Attorney	94	0	0	0	0	0
Emergency Services	5.5	0	0	0	0	0
Farm Advisor	5	0	0	0	0	0
General Services	168	1	1	1	2	3
Grand Jury	0.5	0	0	0	0	0
Health Agency <sup>2</sup>	412.75	0	1	5	11	1
Human Resources	23	0	0	0	0	0
Information Technology	75.25	1	0	0	0	2
Library	70.5	0	2	0	1	0
Organizational Development	1	0	0	0	0	0
Planning and Building	87.75	0	2	1	1	0
Probation	151.5	1	2	3	2	1
Public Works	193.75	0	0	0	2	1
Sheriff - Coroner	388.5	0	2	4	1	2
Social Services	422	1	4	2	0	5
Treasurer/Tax Collector	29	0	1	0	0	0
Veterans Services	4	0	0	0	0	0
Other		0	1	0	0	0
<b>Total Grievances and Appeals</b>		<b>5</b>	<b>17</b>	<b>24</b>	<b>21</b>	<b>16</b>

1 - all 7 grievances filed by one employee

2 - Drug & Alcohol Services included in Health Agency

**The number of grievances and appeals filed with the Human Resources Department in FY 2011-12 was the lowest of the last five fiscal years.**

**Statistical Summary  
Grievances and Appeals  
Filed by Type**



**The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing.**

**This fiscal year 4 of the 5 grievances and appeals that were filed with Human Resources were resolved without the need for a hearing before the Commission.**

**Two of the Commission's three hearings this fiscal year arose from appeals filed in FY 2010-11.**

## Commission Meetings

- July 7, 2011 Special Session
- July 14, 2011 Special Session
- August 3, 2011 Regular Session
- August 24, 2011 Regular Session
- August 29, 2011 Special Session
- September 28, 2011 Regular Session
- October 19, 2011 Special Session
- October 20, 2011 Special Session
- October 26, 2011 Regular Session
- October 27, 2011 Special Session
- November 1, 2011 Special Session
- November 8, 2011 Special Session
- November 9, 2011 Special Session
- December 12, 2011 Special Session
- December 13, 2011 Special Session
- December 21, 2011 Regular Session
- January 10, 2012 Special Session
- January 11, 2012 Special Session
- January 19, 2012 Regular Session
- February 6, 2012 Special Session
- February 22, 2012 Regular Session
- March 28, 2012 Regular Session
- April 25, 2012 Regular Session
- May 23, 2012 Regular Session
- May 24, 2012 Special Session
- May 30, 2012 Special Session
- May 25, 2011 Regular Session
- June 28, 2012 Special Session

### Summary of Meetings

9 Regular Session Meetings

18 Special Session Meetings



## Staff to the Civil Service Commission

- **Tami Douglas-Schatz - Human Resources Director**
- **Rita Neal, Shane Stark, Jayne Williams - Commission Attorneys**
- **Robin Mason, Duane English - Commission Clerk**

## Commission Highlights

### CLASSIFICATION PLAN

- Approved ten new and revised job specifications, involving fifteen job classifications and approximately 50 positions.
- Human Resources staff received eight position study requests during the “open window” period; one request was rescinded. Of the seven positions studied, three incumbents were found to be working in-class, three were re-allocated upward and one was reallocated downward.

### HEARINGS

- Presided over a multiple-day hearing arising from the termination of a County employee, ruling in favor of the appellant. The Commission reinstated the employee, with back pay, and issued a 15-day unpaid suspension.
- Presided over a hearing to receive motions on procedural matters arising from an appeal of termination of a peace officer. The matter was subsequently moved outside the purview of the Commission.
- Presided over a multiple-day hearing arising from the termination of a County employee, ruling in favor of the appellant. The Commission reinstated the employee, with back pay, and issued a demotion.
- Presided over a multiple-day hearing arising from the suspension of a County employee, ruling in favor of the respondent. The Commission extended the suspension from one day to three days.

### CSC RULES

- Voted to approve the final amendments to the County’s Civil Service Rules as recommended by the rules update committee.

### OTHER BUSINESS

- Revised and adopted changes to its procedural guidelines for the election of officers of the Commission.
- Revised and adopted procedural guidelines for the placement of items on the Commission agenda.
- Participated in the RFP process and selected new Commission Counsel for grievance & appeal hearings.
- Approved Jeannie Nix as President and Jay Salter as Vice-President.
- Participated in training on the Brown Act as presented by Commission Counsel.

## Job Class Specifications Review Activity

- Geographic Information Program Manager
- Health Education Specialist
- Computer Systems Technician Aide, I, II, III
- Senior Computer Systems Technician
- Sheriff's Forensic Laboratory Specialist
- Mental Health Nurse Practitioner
- Land Use Technician
- Crime Prevention Specialist
- Planner I, II, III
- Senior Planner



*Approximately  
560 job classes  
exist in the  
County of San  
Luis Obispo*

### Summary

**3 new specifications**  
**7 revised specifications**  
**15 classifications**  
**50 positions**



### Summary of Recruitment Activity

#### Summary of Recruitment Activity (Regular Recruitments) July 1, 2011 through June 30, 2012

Application Summary		FY 11/12	FY 10/11	FY 09/10
	Applications	8,183	4,661	5,548
	Requisitions	118	75	98
Requisitions by Category				
	Permanent	110	62	84
	Temporary	3	9	8
	Substitute	5	4	6
Requisitions by Type				
	County Wide Promotional	5	2	7
	Departmental Promotional	32	22	29
	Lateral Transfer	0	2	0
	Open	81	49	62
Hiring Activity				
	Total Hires	328	273	268
	Permanent	145	96	111
	Temporary	183	177	157

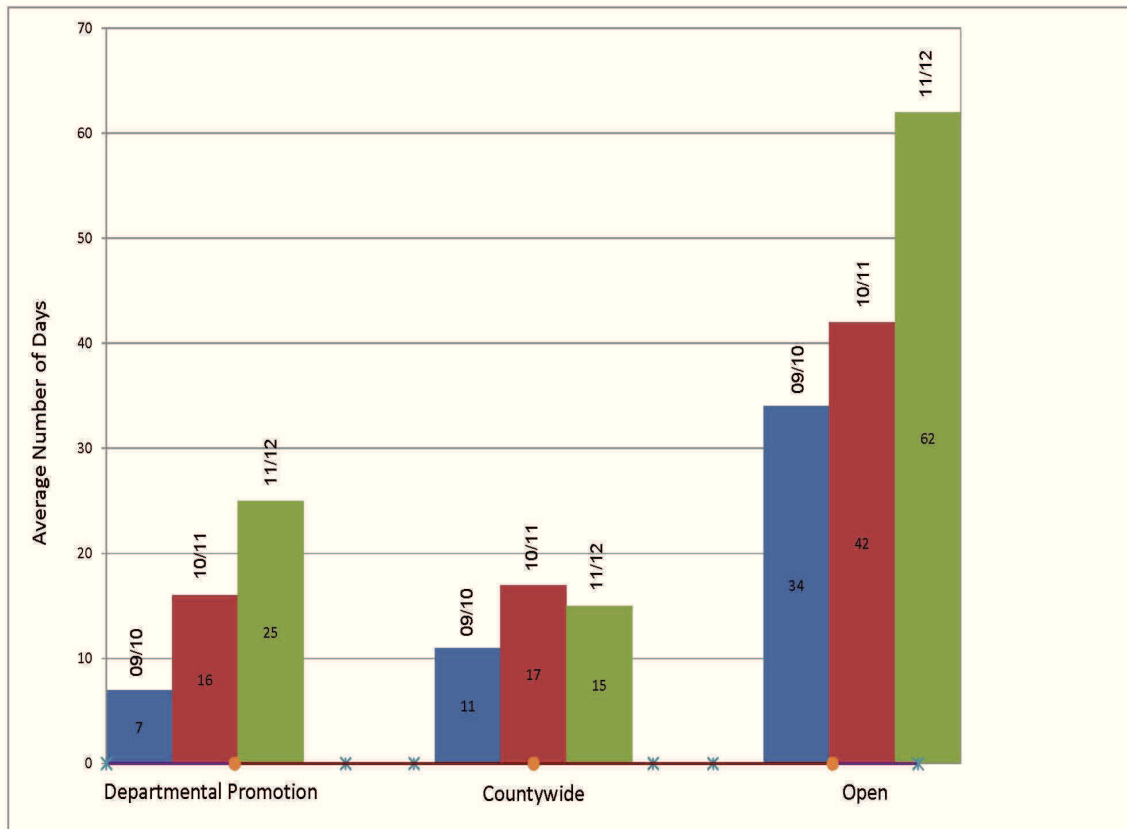
**The Rules of the Commission that govern the County's recruitment process are in place to ensure that all examinations for employment are fair, impartial and consistent with merit system principles.**

**The HR Department experienced a 57% increase in the number of requisitions received and an increase of over 75% in the number of applications submitted.**

**24% of the applications submitted were for law enforcement related positions (Sheriff & Probation)**



**Average Number of Days to Produce  
Eligible Lists  
By Recruitment Type**



**The Rules of the Commission direct the establishment, certification and duration of the lists of candidates eligible for employment with the County.**

**The increased number of applications required the use of multiple selection elements that resulted in an increase in the “days to list measure.”**

**Statistical Summary  
County Workforce, US Census and  
Applicant Pool Demographics**

Gender	Female	Male	Total					
Workforce (EEO-4 report)	56.60%	43.40%	2,175					
New Hires	57.93%	42.07%	328					
Applications	54.70%	42.60%	8,183					
US Census Bureau (County of SLO - 2010)	48.70%	51.30%	269,637					
Race	White	Hispanic	Black	Other	Asian/ Pacific Islander	American Indian/ Alaskan	Filipino	TOTAL
Workforce (EEO-4 report)	84.37%	11.49%	1.61%	0.00%	2.21%	0.32%	0.00%	2,175
New Hires	53.79%	16.55%	2.07%	26.90%	0.69%	0.00%	0.69%	328
Applications	64.00%	20.90%	3.60%	5.60%	3.30%	1.20%	1.40%	8,183
US Census Bureau (County of SLO - 2010)	71.10%	20.80%	2.10%	3.80%	3.30%	0.90%	0.00%	269,637
Age	Under 20	20-29	30-39	40-49	50-59	60 and Over	TOTAL	
Workforce (EEO-4 report)	0.00%	6.70%	18.16%	27.29%	35.55%	12.30%	2,175	
New Hires	0.00%	25.52%	36.55%	18.62%	12.41%	6.90%	328	
Applications	1.20%	29.60%	28.10%	20.80%	16.70%	3.60%	8,183	
US Census Bureau (County of SLO - 2010)	23.40%	16.50%	10.70%	12.70%	15.10%	21.50%	269,637	

**While not a legal mandate, the County collects data on race and gender to identify groups which may be underrepresented in County employment.**

- **55% of the County's new hires were between the ages of 30 and 49.**
- **56% of the County's workforce is female.**

Civil Service Commission, 1055 Monterey Street, Suite D-250, San Luis Obispo, CA 93408  
805-781-5959, Human Resources Department, [www.slocounty.ca.gov/hr](http://www.slocounty.ca.gov/hr)

**COUNTY ORDINANCE  
INFORMATION LOCATED ON  
[www.slocounty.ca.gov/hr](http://www.slocounty.ca.gov/hr)**

## Chapter 2.40 CIVIL SERVICE SYSTEM

[2.40.010 Adoption.](#)

[2.40.020 Commission--Creation--Membership.](#)

[2.40.030 Compensation for commission members.](#)

[2.40.040 Operating funds.](#)

[2.40.050 Contracting for examinations.](#)

[2.40.060 Classified and unclassified service.](#)

[2.40.070 Duties of commission and personnel director.](#)

[2.40.080 Commission rules.](#)

[2.40.090 Vacancies in peculiar positions.](#)

[2.40.100 Examination requirements.](#)

[2.40.110 Discrimination prohibited.](#)

[2.40.120 Reductions, suspensions and dismissals.](#)

[2.40.130 Employee status.](#)

[2.40.140 Prerequisites to salary payment.](#)

[2.40.150 Veteran's preference.](#)

**Civil Service Commission on-line at [www.slocounty.ca.gov/hr/csc](http://www.slocounty.ca.gov/hr/csc)**

The screenshot displays the official website of the San Luis Obispo County Civil Service Commission. At the top, there is a navigation bar with links for Residents and Visitors, Business, Health and Well-Being, Law and Justice, Government, and Emergency. Below this, the county's name and logo are visible, along with the date Thursday, September 13, 2012. The main content area is titled "Civil Service Commission" and includes a link to "Click on a link below to access CSC documentation". A list of links is provided, including Overview, Commission Members, 2012 Calendar, Agenda/Minutes/Recordings, Appeal Forms, Rules/Ordinances, and Grievance Forms. Below the links, there is a section titled "Civil Service Commission 2012" which features portraits and names of the commission members: Robert Bergman (District 1 Appointee), Jay Salter (District 3 Appointee), Arthur Chapman (District 2 Appointee), William Tappan (District 4 Appointee), and Jeanine Van (District 5 Appointee). The page also includes a sidebar with links to Human Resources, Current Job Openings, Employee and Labor Relations, Employee Benefits, Employee University, Frequently Asked Questions, General Information, How to Apply, HR Site Map, Job Information, Office Hours, Contact Info and Location, Online Resources, and Risk Management. At the bottom of the sidebar, there is a section for "Online Services" with a dropdown menu and a "Go" button.